

SYMPHONY COMMUNICATION PUBLIC COMPANY LIMITED

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# **Charter of the Executive Committee**

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# 1. Objectives

The Board of Directors has appointed the Executive Committee to perform duties in assisting and supporting duties performance of the Board of Directors in supervising the management and the Company's operations; as well as proving advisory and guidance to the management to perform tasks in accordance with the established vision, mission, objectives, goals, policies, strategies and plans efficiently and effectively.

The Board of Directors has established the Charter of the Executive Committee aiming to use it as a guideline for the Executive Committee to perform duties as well as to promote understanding among related parties and stakeholders about objectives, composition, qualifications, authorities, duties and responsibilities of the Executive Committee.

# 2. Structure and Composition

- 2.1 The Executive Committee consists of a number of qualified directors and senior executives of the Company. The number of the Executive Committee members shall be determined by the Board of Directors as deemed appropriate.
- 2.2 The Board of Directors considers appointing a member of the Executive Committee to chair the Executive Committee. The chairman of the Executive Committee must not be the same person as the chairman of the Board.
- 2.3 The president or other names in the same position shall be appointed as an ex-officio member of the Executive Committee.
- 2.4 The Executive Committee may consider appointing a qualified person to act as its secretary to support its duties performance, prepare meeting documents, follow-up the progress of the Executive Committee resolutions, and perform other tasks as assigned by the Executive Committee.

# 3. Qualifications

- 3.1 Each member of the Executive Committee shall be knowledgeable, skillful, and experienced that will be beneficial to the Company's business and to performing duties as the Executive Committee; shall possess integrity and business ethics; and shall be able to allocate sufficient time to perform duties for the Company.
- 3.2 Each member of the Executive Committee shall possess full qualifications and shall have neither prohibited characteristic as prescribed by law on public limited companies and other relevant laws, nor characteristics indicating a lack of appropriateness in respect of trustworthiness in managing business whose shares are held by public shareholders as specified in the notification of the Securities and Exchange Commission.
- 3.3 Each member of the Executive Committee shall not engage in any business in the same nature and in competition with the business of the Company or its subsidiary companies; including not being a partner in a partnership/limited partnership, director with management authority, employee, staff member, or advisor who receives salary; or holding shares exceeding one(1) percent of the total number of shares with voting rights of other company which undertakes

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business in the same nature and in significant competition with the business of the Company or its subsidiary companies, whether doing it for one's benefit or for the benefit of other person, unless notified to the Board of Directors before the appointment.

### 4. Office Term and Termination from Office

- 4.1 Member of the Executive Committee who is the Company director may hold his/her office for as long as he/she is serving as the Company's director. The Executive Committee member whose term of office expires may be re-appointed as a member of the Executive Committee by the Board of Directors.
- 4.2 Member of the Executive Committee, who is the president or senior executive may hold office for as long as he is serving as the Company president or senior executive, unless the Board of Directors has a resolution otherwise.
- 4.3 Other than completion of office term or termination from being the president or senior executive as mentioned above, a member of the Executive Committee shall vacate office upon:
  - (1) death,
  - (2) resignation,
  - (3) lack of qualifications of the Executive Committee as set forth in this Charter, or
  - (4) being removed by a resolution of a meeting of the Board of Directors.
- 4.4 Any member of the Executive Committee wishing to resign from office must submit a resignation letter, stating reason for resigning, to the Chairman of the Board of Directors not less than 30 days in advance. The resignation will take effect from the date specified on the resignation letter.
- 4.5 In the event that the position of the Executive Committee becomes vacant for other reasons than office term completion, the Board of Directors shall appoint a qualified person as the substitute member. In such case, the substituted member shall hold office only for the remaining term of office of the member whom he/she replaces.

#### 5. Roles, Duties and Responsibilities

- 5.1 Consider screening and endorsing matters concerning business operation of the Company before presenting to the Board of Directors for approval or for endorsement before proposing to a meeting of shareholders for approval (as the case may be), including but not limiting to the following matters:
  - Strategies, business plans and annual budgeting of the Company prepared and proposed by the management.
  - Business diversification, investment exceeding scope of approval authority, investing in newly acquired business, joint investment, disposal of investment, or cancellation of business.
  - Delegation of Authorities Guides, limits, and approval level of each position.
  - Transactions of acquisition or disposition of material assets of the Company and its subsidiary companies.
  - Connected transactions of which its characteristics, value and size exceed the approval authority of the management
  - Annual and quarterly operating performance of the Company and its subsidiaries
  - Interim dividend pay-out, recommendations to pay or not pay annual dividend



- All types of work that will be proposed to the Board of Directors unless it is a task under duty and responsibility and/or authority of other sub-committees who will consider and screen for submission to the Board of Directors directly.
- 5.2 Execute, consider screening or endorsing the following matters before presenting to the Nomination, Compensation and Corporate Governance Committee for acknowledgment or for endorsement before proposing to the Board of Directors for approval (as the case may be):
  - Nomination and selection of qualified persons for appointing as the Company president
  - Employment of senior executives.
  - Termination of employment of the president and senior executives.
  - Reorganization of the management structure of C-level executives and upward.
  - Policy and criteria for evaluating performance of employees and executives
  - Policy, criteria, structure, and pay components of compensation and other benefits of employees and executives. And senior executives.
  - Criteria, formula for calculating, and payment limit of annual bonus payment and annual salary adjustment of employees and executives.
- 5.3 Supervise and monitor operations of the Company and its subsidiaries to ensure compliance with vision, mission, corporate values, policies, financial and non-financial goals, plans, resolutions of the Board of Directors meeting, resolutions of shareholders' meeting, the Company's Articles of Association, relevant laws, and regulations of the regulatory agencies.
- 5.4 Establish organizational management policies which are efficient and consistent with the Company's goals and business directions covering recruitment, selection, training, hiring and termination of employees and executives of the company.
- 5.5 Oversee and monitor duties performance of the president and senior executives to ensure conformance to authorities, duties and responsibilities stipulated by the Board of Directors.
- 5.6 Monitor performance and progress of investment projects; reports problems or obstacles that arise coupled with improvement guidelines to the Board of Directors for acknowledgement.
- 5.7 Provide advisory and recommendations to the Board of Directors regarding important decisions.
- 5.8 Provide advisory and guidance about corporate administration to the president, senior executives, and executives.
- 5.9 Monitor the Company's operating results and financial status and report to the Board of Directors on a regular basis.
- 5.10 Oversee to ensure that a procedure that requires employees and executives to report incidents, abnormal cases, or illegal acts to the Executive Board in a timely manner is put in place. In the event that such an event has a significant impact on the operations of the Company's operations, the Executive Committee must report to the Board of Directors to find solutions within a reasonable timeframe.
- 5.11 Regularly review the Executive Committee Charter and make recommendations to the Board of Directors for further improvement and keeping it up to date.
- 5.12 Perform other tasks related to its duties and responsibilities, or as assigned by the Board of Directors.



#### 6. Scope of Authorities

The Executive Committee has authorities to perform any tasks within the scope of responsibilities set forth under the roles, duties and responsibilities of the Executive Committee, including:

- 6.1 Approving the Company to entry into various types of transactions, such as CAPEX spending, entering into contracts that are binding the Company, entering into financial transitions with financial institutes for opening bank account, borrowing loans, pledge, mortgage, guarantee, including any other activities under the authority and limits specified the Delegation of Authorities Guides approved by the Board of Directors.
- 6.2 Approving any operations of the Company that are normal business transactions or transactions supporting normal business with general trade conditions within limited specified in the Delegation of Authorities Guides and not exceeding budget approved or approved in principle by the Board of Directors. In this regard, it must be in accordance with the regulations of the Office of the Security and Exchange Commission and the SET on entering into connected transactions and acquisition or disposition of assets transactions.
- 6.3 Inviting senior executives, executives or relevant employees of the Company to provide opinions, be present in a meeting, or submit any pertinent documents as deemed necessary.
- 6.4 Hiring advisor, independent outsider, professional expert to provide opinions or recommendations on matters related to its duties and responsibilities as necessary within scope of authorities and the limit specified in the Delegation of Authorities Guides and budget framework approved by the Board of Directors each year.
- 6.5 Appointing working group and determining its roles, duties and responsibilities as deemed appropriate; as well as ordering and commanding performance of working group.
- 6.6 The Executive Committee may authorize the president, senior executives, executives, or one or several persons to act on its behalf as deemed appropriate. The Executive Committee may cancel, change, or revise such authority. The delegation of authority must be made in writing or clearly recorded as resolutions of the Executive Committee. In this regard, the scope of authority of the authorized person(s) must be clearly specified.

However, such delegation shall not be the authorization or sub-authorization that enable committee members or any designated persons to approve the transaction in which they may have conflicts, vested interest, or any conflict of interest with the Company and its subsidiaries.

#### 7. Meeting

- 7.1 The Executive Committee shall meet at least every quarter and may call for a special meeting as deemed appropriate.
- 7.2 To call for a meeting, the chairman or the secretary to the Executive Committee by order of the Chairman shall send a notice summoning the meeting specifying date, time, venue and agenda details ahead of meeting date. The Company Secretary may send a notice summoning a meeting by electronic mail. In this regard, the company secretary must keep copies of the summoning notice as evidence, which may be kept in electronic data format.
- 7.3 The Chairman of the Executive Committee may consider arranging a meeting via electronic means. However, meeting via electronic means must comply with relevant laws and regulations.



- 7.4 The Secretary to the Executive Committee shall deliver meeting material to all committee members prior to the meeting date so that the committee members have time to study and consider information in advance of the meeting.
- 7.5 Members of the Executive Committee are required to attend meeting every time, whether in person or via electronic device, unless being tied up with very important and urgent matters, the chairman or the secretary to the Executive Committee shall be notified.
- 7.6 At a meeting of the Executive Committee, at least one half of the total number of members shall be present to form a quorum.
- 7.7 The chairman of the Executive Committee shall preside a meeting. In the event where the chairman is absent or cannot perform duty, committee members attending the meeting shall select one committee member to chair the meeting.
- 7.8 A resolution of a meeting of the Executive Committee shall be by a majority of votes of its members attending the meeting, whereby one member shall have one vote. In the event of tied vote, the chairman will cast the decisive vote. Any member having interests in any matter shall leave a meeting and abstain from voting on that matter. Votes casted as disapproved by any members of the Executive Committee shall be recorded as dissenting opinions and shall be reported to the Board of Directors.
- 7.9 The Executive Committee may invite executives, employees, advisors of the Company, president of subsidiary companies and/or other relevant persons to attend a meeting as deemed appropriate; and may consider arranging a separate meeting with other persons if it is deemed that there are specific issues that should be discussed.
- 7.10 The secretary to the Executive Committee shall attend every meeting and record comments, suggestions, advice, and resolutions of a meeting.

#### 8. Performance Evaluation

The Executive Committee shall conduct self-assessment of its performance, both group and individual basis, on an annual basis at least once a year.

#### 9. Remuneration

The Executive Committee shall receive remuneration appropriate to the assigned duties and responsibilities as approved by the meeting of shareholders.

#### 10. Reporting

- 10.1 The Executive Committee shall report its performance to the Board of Directors on a regular basis. Important matters and resolutions of every Executive Committees meeting shall be reported to the Board of Directors.
- 10.2 The Executive Committee shall prepare and disclose a report on its duties performance in the past year to shareholders in the annual registration statements/annual report (Form 56-1 One Report) of the Company. Such report must disclose information on 1) number of the Executive Committee meetings 2) number of attendances of such meetings of each committee member, and 3) results of duties performance as set forth in this Charter and must be signed by the chairman of the Executive Committee.

This Executive Committee Charter has been approved by the resolution of the Board of Directors Meeting No. 6/2023 on December 18, 2023 and is effective from December 18, 2023 onwards.